Quick Look at Adding a Location
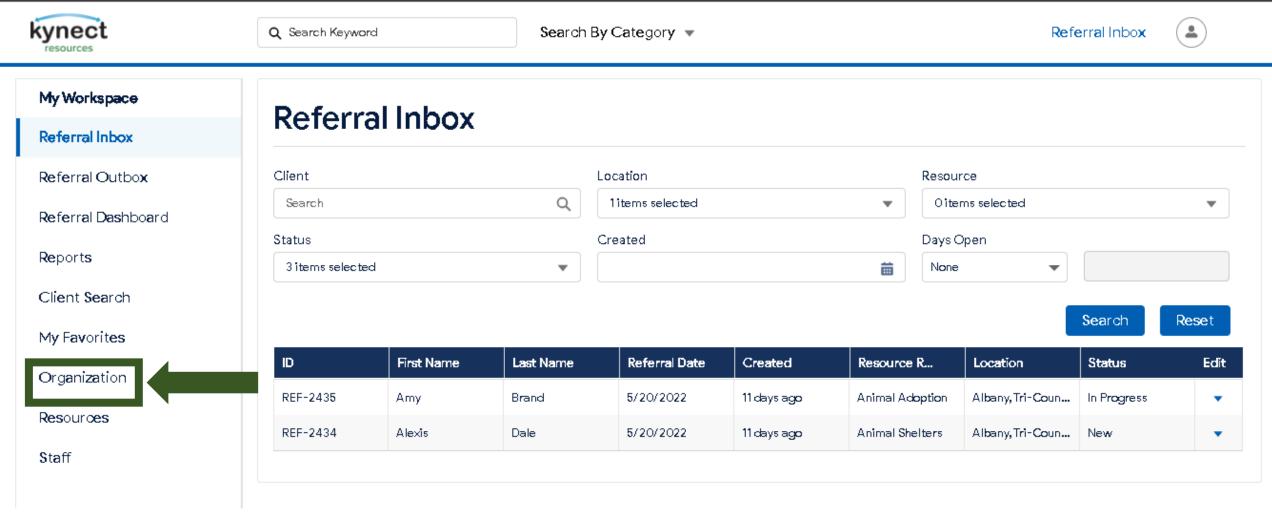
Use this Quick Look Guide to learn how to add a location for your Organization

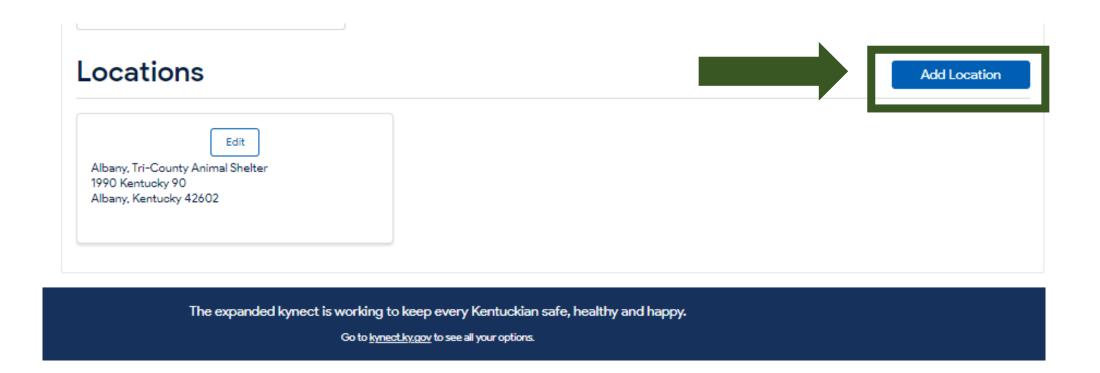Log in to **kynect resources** and from the **Workspace,** click the **Organization** link

From the **Organization** screen, scroll to bottom of the page and click the **Add Location** button to add a new location

Locations

Add Location

Edit

Albany, Tri-County Animal Shelter
1990 Kentucky 90
Albany, Kentucky 42602

The expanded kynect is working to keep every Kentuckian safe, healthy and happy.

Go to kynect.ky.gov to see all your options.

Complete all the **Location** information and click **Save** at the top right corner.

The **Location** is now added and visible from the Organization home screen.

To add or assign resources to the newly added location, see the Quick Look at Adding Resources Quick Reference Guide.
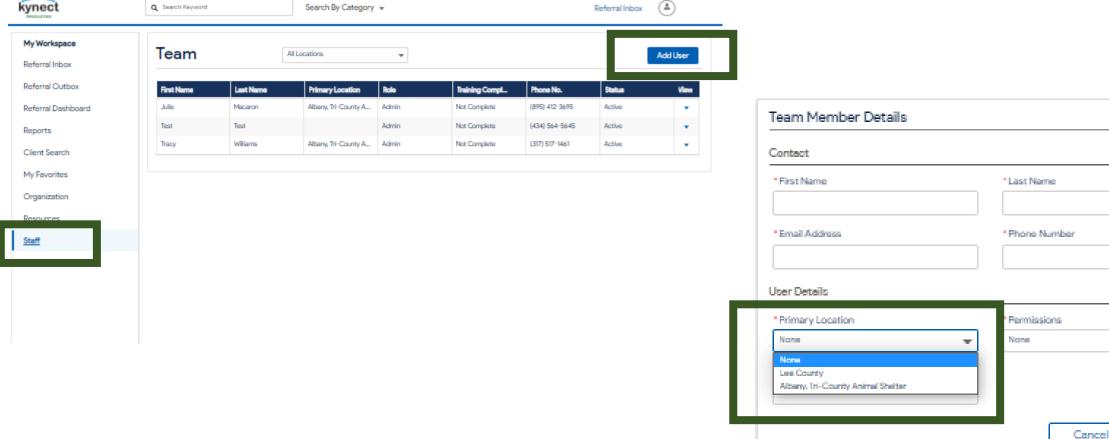
Organization

Save

Contact Information

* Legal Name
Albany, Tri-County Animal Shelter

Commonly Used Name

Website
https://www.facebook.com/friendsoftricountyalba

Phone Number
(606) 387-0943

Email Address

Tax ID
None

☑ Resources Provided Statewide?

Social Media

Facebook URL

Twitter Handle

Physical Address

Street
1990 Kentucky 90

City
Albany

State
Kentucky

Zip
42602

* Status
Active - Allow referral

Lead Point of Contact

Name
Jamie Scott-Cross

Email Address
tricoanimalshelter@outlook.com

Phone
(606) 387-0943

Phone Extension

Locations

Add Location

Edit

Albany, Tri-County Animal Shelter
1990 Kentucky 90
Albany, Kentucky 42602

Edit

Lee County
123 North Center Street
Ashland, Kentucky 41101

With multiple locations listed, when adding staff, a Primary Location may be selected to assign a staff member to a specific location.

Thank you

For additional support, please use the Help section in **kynect resources** or email **kynectresources@ky.gov**